

United States Department of Agriculture



Natural Resources Conservation Service
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70 Years
"A Partner in Conservation Since 1935"

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Transmitted via Email

April 4, 2005

MINNESOTA BULLETIN NO. 260-5-

SUBJECT: INF – TO REQUEST VOLUNTEERS

ACTION DUE BY: APRIL 22, 2005

Purpose. To request volunteers to staff the Open House on April 27.

Expiration Date. September 30, 2005.

The Natural Resources Conservation Service will have an Open House on April 27 at the State Office in St. Paul. Several opportunities exist for Staff to help out at the Open House event. Shifts are pinpointed in 1 hour increments in green on the attached spreadsheet. The following assistance is needed:

- **April 26 from 3 p.m. to 5 p.m. for Open House set up; and,**
- **April 27 from 7 a.m. to 6 p.m. for the Open House and several activities associated with the Open House.**

Employees should make sure they select shifts within their normal work hours and account for travel time. Proximity to the Twin Cities will be a factor in selecting volunteers. **Interested employees should first obtain permission from their supervisors if they are interested in helping**. Please check over the attached spreadsheet for various activities and times. Employees are to e-mail Julie MacSwain at julie.macswain@mn.usda.gov or if located in the State Office check the volunteer schedule on Julie's office door. More detailed information about the 70th Anniversary Open House can be obtained by contacting Julie MacSwain, State Public Affairs Specialist.

WILLIAM HUNT
State Conservationist

Attachment - Volunteer Schedule

DIST: AE